

DIRECTOR'S SECRETARIAT

NOTICE - 47/2018

FORMAT : REQUISITION OF TRANSPORT

1. Fresh format for requisition of transport is enclosed as Appendix, which will be used henceforth. The applicant will make all entries legibly, preferably in capital letters. Only duly completed and legible requisitions will be considered for approval.
2. Mobile No of MTO (Warden Mr AK Singh) is 9422186331. Mobile No of the undersigned is 8275879337. Any clarification with regard to availability of vehicle for a particular duty on a particular date /time can be ascertained from the MTO. Vehicle(s) for official duty, including transportation of students, will not be hired without at least verbal clearance by the Director/Joint Director.
3. For necessary action of all concerned, please.

File No: AIT/0075/Notice/Adm

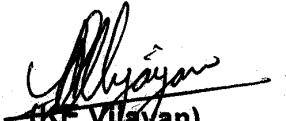
Date : 22 Jun 2018

Distribution:-

Director }
Principal } For info please

HOD- Mech
HOD- Comp
HOD- IT
HOD - E & TC
HOD - ASGE
Registrar
Project Office
Placement Cell
Central Stores

Rector
Warden, SN Bose Hostel
Warden, Vishweswaraya Hostel
Warden, Abdul Kalam Hostel
Warden, Homi Bhabha Hostel
Warden, Kalpana Chawla Hostel
Accounts Section
Maint Section
Library
Exch
MT Section
All Staff I/Cs - Clubs
Website I/C


(K. E. Vijayan)
Col(Retd)
Jt Director
For Director

REQUISITION FOR TRANSPORT

Name of Applicant _____ Mob No

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Department: Adm/ Comp/E&TC/IT/Mech
Appointment: _____ Purpose of move _____
Requirement of vehicle on (date) _____ from (time) _____ to _____
Transport is required from _____ to _____
Total Distance (one way) is approximately _____ km.

Signature of Applicant _____ HoD / Principal (Recommendation/ Comments)

MTO – Remarks to include availability of veh. If not available at the date/time demanded, is the veh available at any other time?

Remarks of Jt Dir-
(Please contact the MTO (Mob No. 9422186331) or the Jt Dir (8275879337) in case of any difficulty)

REQUISITION FOR TRANSPORT

Name of Applicant _____ Mob No

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Department: Adm/ Comp/E&TC/IT/Mech
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(Please contact the MTO (Mob No. 9422186331) or the Jt Dir (8275879337) in case of any difficulty)

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Department: Adm/ Comp/E&TC/IT/Mech
Appointment: _____ Purpose of move _____
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Total Distance (one way) is approximately _____ km.

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MTO – Remarks to include availability of veh. If not available at the ~~date/time~~ demanded, is the veh available at any other time?

Remarks of Jt Dir-
(Please contact the MTO (Mob No. 9422186331) or the Jt Dir (8275879337) in case of any difficulty)
